

18.135 PUBLIC APPEARANCES

Reference:

Manual of Rules and Regulations - 1.10

Policy:

Members representing the Police Division at public functions must have prior division approval. This includes appearances at public gatherings, on radio or television, in articles for publication, or as correspondents to newspapers or periodicals.

Purpose:

Provide qualified members for public appearances in response to citizen requests for speakers.

Provide guidelines for granting permission of public appearances.

Provide for a centralized file of public appearance data, necessary for budget preparation and planning purposes.

Procedure:

A. Approval and Compliance:

1. District or section commanders may appoint a qualified member of their command to speak at public or private gatherings. District or section commanders may designate an individual to select public speakers. Speakers will address routine district or section functions only. District or section commanders will obtain permission from their bureau commander when the request is unusual, exceptional, or the subject is controversial.
2. Districts will handle public appearance requests sent directly to them provided a qualified speaker is available and the event is within the district.
 - a. Districts unable to provide a qualified speaker will forward requests to the Public Information Office (PIO) on a Form 17.

- 1) PIO will refer the request to a qualified division speaker and notify the requesting person by phone or letter.
 3. Bureaus or sections will handle requests sent directly to them provided they have a qualified speaker available and the subject relates to their functions.
 - a. Bureaus or sections unable to provide a qualified speaker will forward requests to PIO on a Form 17.
 - 1) PIO will refer the request to a qualified division speaker and notify the requesting person by phone or letter.
 4. Requests sent to the Chief's Office are forwarded to PIO for assignment to the proper bureau.
 - a. PIO will:
 - 1) Assign a control number.
 - 2) Maintain a log of assignments.
 - 3) Ensure the return of a Public Appearance Report (Form 628) after completion of public appearances.
- B. Reporting:
1. Immediately upon completing the public appearance, the member will complete two copies of Form 628.
 - a. Forward the original Form 628 to PIO.
 - b. Retain the duplicate Form 628 in the unit file.
 2. Form 628 divides public appearances into three classes: community meetings, speaker requests, and special projects.

- a. A community meeting is a group of public or private citizens living or working in a particular community. This group meets periodically with police officers, normally the district or beat officers.
 - b. A speaker request is any public or private group requesting an officer to speak on a specific police related subject. The request may be verbal or in writing. Speaker requests include media appearances and guided tours of police facilities.
 - c. A special project is any demonstration or display of police related activities before the public. Examples are canine demonstrations, touring the mobile command center, crime prevention displays, booths at the Convention Center, bicycle safety-lane, etc. This also includes paid requests.
3. Public Appearances do not include:
- a. Meetings with private or city officials to plan police details.
 - b. Attendance at regularly scheduled meetings of local and state crime prevention officer associations, etc.
4. When more than one officer attends a particular function, submit only one Form 628 to PIO. Preparation is the responsibility of the officer assigned to the district where the appearance occurred.
5. The PIO Commander will provide the Police Chief with a monthly summary of all public appearances by division personnel from the previous month.
- a. The report will list appearances by assignment with a breakdown by each of the three public appearance classes. It will compare the number of appearances from the current period with the same period in previous years.

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